# Airport System Manager
# Virginia Sponsors Guide

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The *Airport System Manager: Virginia Sponsors Guide* has been prepared to assist users with the online submission of project requests and based aircraft surveys to the Virginia Department of Aviation (DOAV).  The information in the guide is organized into the following sections.

Note:  The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

If authorized users have questions about user accounts or the online submission processes, they should contact DOAV's ASM Help Desk staff:

| | |
|---|---|
| Susan Simmers | 804-236-3636 |
| Stephen Smiley | 804-236-3627 |

If sponsors have updates for the General Information module, they should send the changes to Susan Simmers at susan.simmers@doav.virginia.gov or Stephen Smiley at stephen.smiley@doav.virginia.gov.

## Quick Steps to Enter a Project Request

1. login to ASM
2. select airport from drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests submodule
5. click ⊞ to open New Project popup box
6. enter the name of the project
7. click Save & Close button
8. select the new project from the list of projects
9. click CIP Data button at the bottom right of the screen
10. enter the fiscal year in the funding year field
11. select the project type from the drop-down box in the project type field
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources as appropriate
14. move to Documents tab
15. click ⊞ for the appropriate document category
16. select the document type from the drop-down box in the document type field
17. select other projects with which the document is associated
18. click Choose File button to access the file to be uploaded
19. select the document to be added
20. click Save & Close button


## Quick Steps to Submit a Project Request

1. select project to be submitted
2. click Submit button
3. click OK button on the certification popup box

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# 1.0 Introduction to Airport System Manager

Airport System Manager, referred to as ASM, is a software application developed for the management of state aviation systems. Virginia airport sponsors use ASM to submit project requests and based aircraft surveys online. DOAV is using ASM to manage data on Virginia airports, evaluate project requests, support grant management, and receive based aircraft surveys.

## 1.1 Overview of ASM

ASM is organized into modules and submodules, which are displayed along the left side of the screen. When a module is open, the module on the navigation bar is highlighted. Sponsors may access the Grant Requests and Based Aircraft Survey modules; they may view the General Information module.

### 1.1.1 General Information Module

Sponsors may view a variety of airport information in the General Information module, including:

- VATSP role and FAA service level;
- Virginia Aviation Board region and member contact information, and
- priority rating information for airport operational conditions and bonus points.

### 1.1.2 Grant Requests Module

Sponsors enter and submit project requests and supporting documentation through the Grant Requests module. Consultants may enter project requests and supporting documentation. Sponsors and consultants may view the status of a project in the Grant Requests module. The Grant Requests module is also used for the annual filing of Airport Capital Improvement Plans (ACIPs).

### 1.1.3 Based Aircraft Survey Module

Sponsors enter and submit their based aircraft surveys to DOAV using the Based Aircraft Survey module.

## 1.2 System Requirement

ASM operates on Chrome and Edge. ASM will not operate on Internet Explorer.

## 1.3 Authorized Users and Accounts

In accordance with the *Airport Program Manual*, sponsors are responsible for identifying authorized users of business applications utilized by DOAV and ensuring that agency required user forms are completed and submitted to DOAV. For ASM, a sponsor must identify the people who are to be authorized users on the sponsor's behalf and the tasks a user will be undertaking in the application. Sponsors must use the *DOAV Airport System Manager User Authorization* form to provide this information. Each authorized user must sign the accompanying *DOAV Airport System Manager External User Agreement*.

Upon receipt of both correctly completed forms, DOAV will open an account for a user. User accounts are active for 90 days. If an account has not been used within the 90-day period, the account will be automatically deactivated. A user must contact the DOAV ASM Helpdesk to have the account activated.

## 1.4  Passwords

Each authorized user is assigned a unique user name and password.  These must be used the first time a user logs into ASM.  DOAV encourages users to change their passwords once they begin using the application.

Passwords must meet requirements for minimum character length and the inclusion of numeric, upper-case, lower-case, and special characters to be valid.  The current requirements are displayed on the change password screen within the application.

Passwords will expire after 45 days.  When a password has expired, the user will be directed to change the password the next time the application is accessed.

Information on changing a password or retrieving a forgotten password is provided in the next chapter.

## 2.0    Login Process

The login process involves a two-factor authentication for access.  The login screen offers options to change a password or retrieve a forgotten password.

If an incorrect password is entered, the message "*Invalid logon credentials*" will appear on the screen. The user will need to enter the correct password.

If a user makes 3 unsuccessful attempts to login to the application, the user account will be locked.  The user must wait 30 minutes before logging in to the application.

## 2.1    Login
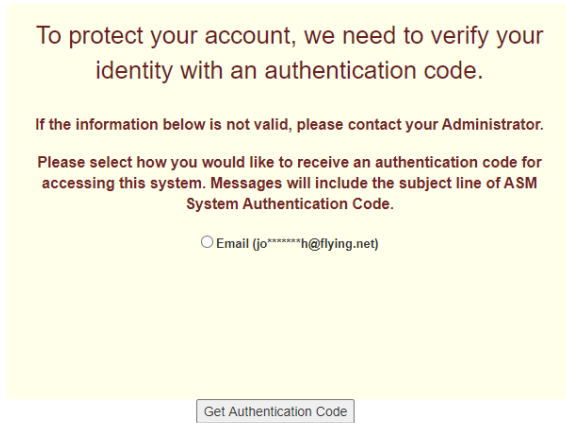
The application opens to the following warning screen.  After the user clicks on the *I Agree* button, the login process begins.
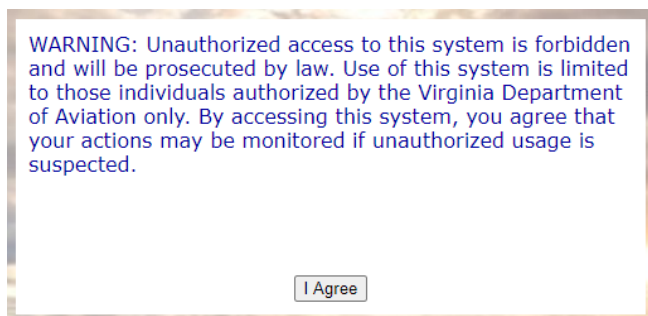
The first screen for the two-factor authentication process opens.



To protect your account, we need to verify your identity with an authentication code.

If the information below is not valid, please contact your Administrator.

Please select how you would like to receive an authentication code for accessing this system. Messages will include the subject line of ASM System Authentication Code.
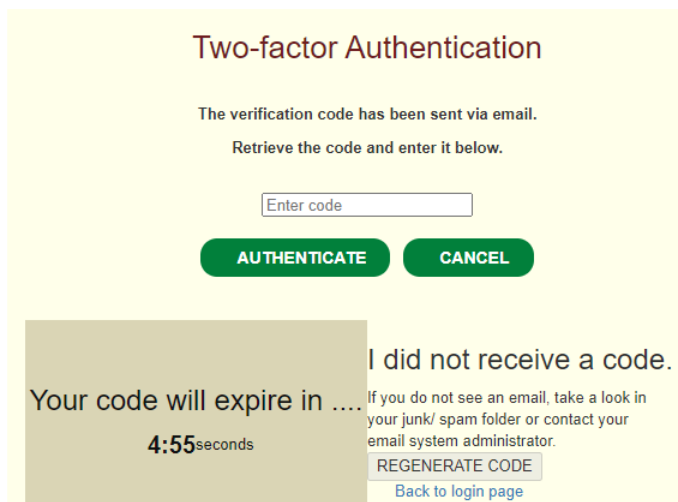
○ Email (jo*******h@flying.net)

Get Authentication Code

**Step 3:  Select email address.**

**Step 4:  Click Get Authentication Code button.**

The user will receive an email from ASMSecurity@doav.virginia.gov with the header "ASM System Authentication Code".  The email will include the authentication code.



## Two-factor Authentication

The verification code has been sent via email.
Retrieve the code and enter it below.

Enter code

AUTHENTICATE     CANCEL

Your code will expire in ....
**4:55**seconds

I did not receive a code.
If you do not see an email, take a look in your junk/ spam folder or contact your email system administrator.
REGENERATE CODE
Back to login page
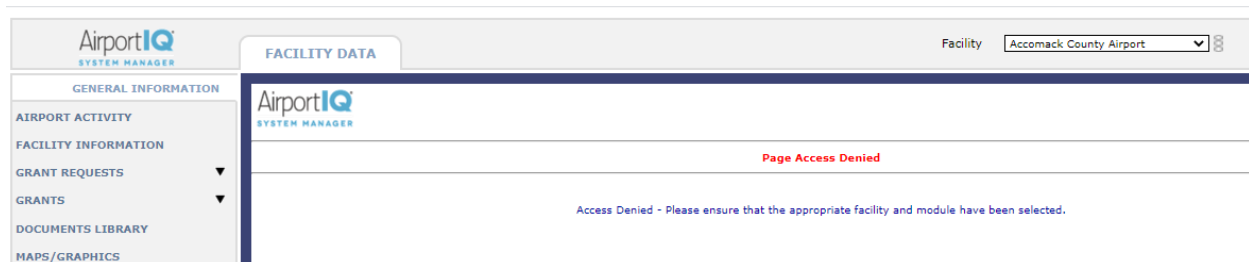
**Step 5:  Enter authentication code within 5 minutes.**

**Step 6:  Click AUTHENTICATE button.**

Once the login process is complete, ASM opens to the General Information module for the first airport in the facility list and the message *Page Access Denied* displays.



The user must select an airport in order for the airport's data to populate.  A user can move to other modules before making an airport selection.

## 2.2    Logout

Users can leave ASM by logging out of the program or by exiting the website.  If a user logs out of the program, the sponsor will be returned to the warning screen.  This option is useful if a user needs to end a work session and then return within a short time period.

To logout of ASM, click on the Logout icon on the menu bar.
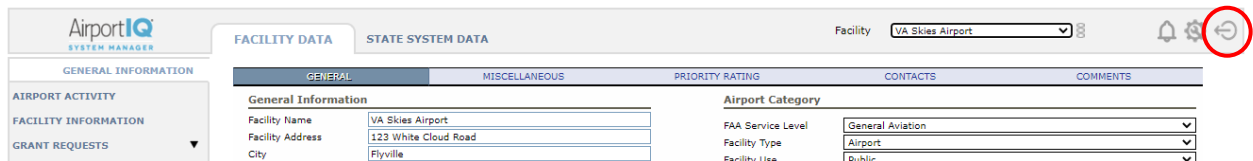


## 2.3    Change Passwords

Users are encouraged to change their passwords as part of good IT security practices.  If a user's password has expired, the user will be directed to the *Change Password* feature upon the next login.

The current password requirements are provided on the *Change Password* screen.

Sign in to Your
**SYSTEM MANAGER**

User Name

Password

Forgot password      Change password

LOGIN

Step 1: Enter user name.

Step 2: Click Change password.

## Change Password

User Name

Password Requirements

Step 3: Enter current user name and password.

Old Password

Must be at least 8 characters in length

* Must contain 2 or more numeric characters (0-9)

New Password

* Must contain 2 or more upper-case characters (A-Z)

Step 4: Enter new password in both fields.

cters (a-z)

Confirm Password

* Must contain 2 or more special characters ('!@#$%^&* ()')

CHANGE PASSWORD    CANCEL

Step 5: Click **CHANGE PASSWORD** button.

The user will be returned to the login screen with a message that the password has been changed successfully. The user can then login with the new password.

## 2.4     Retrieve Forgotten Passwords

Users who have forgotten a password may use the *Forgot Password* feature to retrieve the information.

Sign in to Your
**SYSTEM MANAGER**
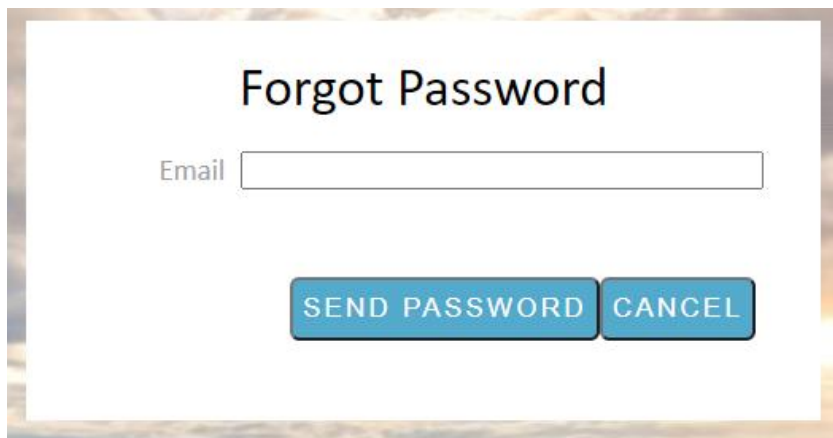
User Name

Password

Forgot password      Change password

LOGIN

Step 1: Enter user name.
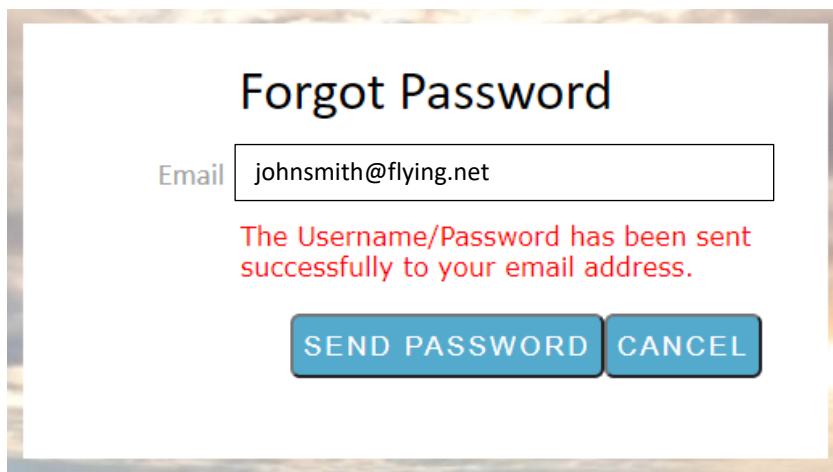
Step 2: Click Forgot password.

## Forgot Password

Email [ ]

SEND PASSWORD  CANCEL

Step 3: Enter email address.

Step 4: Click **SEND PASSWORD** button.

## Forgot Password

Email [ johnsmith@flying.net ]

The Username/Password has been sent successfully to your email address.

SEND PASSWORD  CANCEL

Step 5: Once the message displays, click **CANCEL** to return to the login screen.

The user will receive an email from ASMSecurity@doav.virginia.gov with the header "User Name/Password Reminder Service".  The email will include the user name and password.

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## 3.0    Project Request Process

The Grant Requests submodule is used for entering project requests, uploading supporting documentation, and submitting project requests.  The Process Management submodule offers another option for uploading supporting documentation.

To open the module, click on ▼ by the module title.  A drop-down menu with the choices Grant Requests and Process Management will appear.  To open Grant Requests or Process Management, click on the submodule name.



### 3.1    Enter a Project Request

Users need to open the Grant Requests submodule to enter project requests.
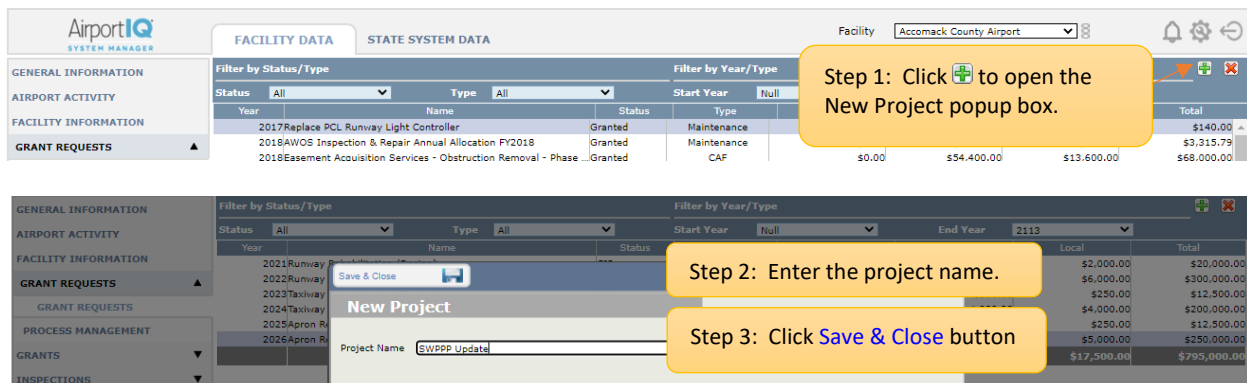


The project is then displayed at the top of the Grant Requests table.



Please note that all new entries show CAF as the project type.  The project type can be changed when project information is entered.

All entries that have not been submitted will display CIP as the status.

To enter project information:



Step 1: Select the project.

Step 2: Click on **CIP Data** button.

For Airport Capital Program projects:



Step 6: Click Save & Close button.

Step 3: Enter the fiscal year.

Step 4: Enter a brief project justification or purpose.

Step 5: Enter federal, state, and local cost amounts, using the enter key to move to the next column. The total is calculated.

For Airport Special Fund program projects:



Step 7: Click Save & Close button.

Step 3: Enter the fiscal year.

Step 5: Enter the project justification or purpose.

Step 4: Select the project type.

Step 6: Enter federal, state, and local cost amounts, using the enter key to move to the next column. The total is calculated.

<div style="border: 2px solid blue;">

Notes for Entering Cost Amounts

- Commas are not accepted by ASM.
- Sponsors of air carrier and reliever airports need to enter requested state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the requested state discretionary amounts into the GA Discretionary field.
- A field for state entitlement funds is automatically displayed for air carrier airports.

</div>

Entered projects display in the Grant Requests table by fiscal year and alphabetically within each fiscal year.



## 3.2 Enter Supporting Documents

Sponsors must provide electronic versions of supporting documents for all project requests; the documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*.

To enter supporting documentation in the Grant Requests submodule:

**Add Document**

Document Type: narrative

Location: electronic

Date:

Project Association:
-Apron Rehabilitation (Construction)
-Apron Rehabilitation (Design)
-Rotating Beacon Repair
-Runway Rehabilitation (Construction)
-Runway Rehabilitation (Design)
-Taxiway Rehabilitation (Construction)
-Taxiway Rehabilitation (Design)

(hold down 'Ctrl' to select multiple projects)

File: Choose File   No file chosen

Comments:

Save   Cancel

> Step 5: Select the type of document. Appropriate document types will display for the different funding programs as noted below.

> Step 6: Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time. The projects are listed alphabetically.

> Step 7: Click **Choose File** button to access a file directory and select a file, similar to attaching a file to an email. Once selected, the file name will display here.

> Step 8: Enter comments if needed.

> Step 9: Click **Save** button.

> Step 10: Click **Save & Close** button.

Save & Close

**Edit CIP Data**

| Project Name | SWPPP Update | Funding Year | 2021 |
| Project Type | CAF | Project Number | |

Description:

BUDGET    DOCUMENTS

**Airport Capital Program Documents**

| Delete | Document Type | Document Title | Published | Comment | Location | Document Date | View |
|---|---|---|---|---|---|---|---|
| ☐ | narrative | VAS Narrative SWPPP.docx | 06/26/2020 | | electronic | | View |
| ☐ | narrative sketch | VAS Sketch SWPPP.pdf | 06/26/2020 | | electronic | | View |

The uploaded documents will be listed and available for viewing in the Documents tab.

Users may also upload supporting documents into ASM through the Process Management. After selecting the project, the user will use the steps above, beginning with Step 4.

The document type choices for the different funding programs are:

| Funding Program | Documents |
|---|---|
| Airport Capital Program | • narrative <br> • narrative sketch <br> • environmental documentation <br> • other documentation |
| Facilities and Equipment Program <br> Voluntary Security Program <br> Maintenance Program <br> Rural Airports Program | • scope of work <br> • quote/bid <br> • project schedule <br> • sketch |
| Aviation and Airport Promotion Program | • estimated budget |

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program.  Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval in accordance with the current version of the *Airport Program Manual*.

### 3.2.1    Delete a Supporting Document

To delete a document:

## 3.3    Submit a Project Request

Sponsors need to open the Grant Requests choice to submit project requests.



When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted together.  To select multiple projects for submission, the sponsor needs to hold down the Control key and select the appropriate projects.

After a project is submitted, the project status changes to "Submitted".  Sponsors cannot access the project request data or supporting documents once the status has changed from CIP.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide the DOAV project manager with a written notification of the error or change.  The notification may be made by mail or email.  The DOAV project manager will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor needs to send the documents to the DOAV project manager for entry into the application.

If a sponsor needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide the DOAV project manager with a written request to withdraw the project.  The request may be made by mail or email.  DOAV will change the project status to CIP so the sponsor can access the data and supporting documents for a future submission or delete the request.

Consultants cannot submit projects for sponsors.  When a consultant is working in ASM, the submit button will not appear in the Grant Requests module.

## 3.4    Delete a Project Request

Users may delete a project request with a status of CIP from the Grant Requests module.  When a project is deleted, all supporting documents are also deleted.  Projects can only be deleted individually.

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## 4.0    Project Status

Users can view the status of a project request in the Grants Requests submodule.
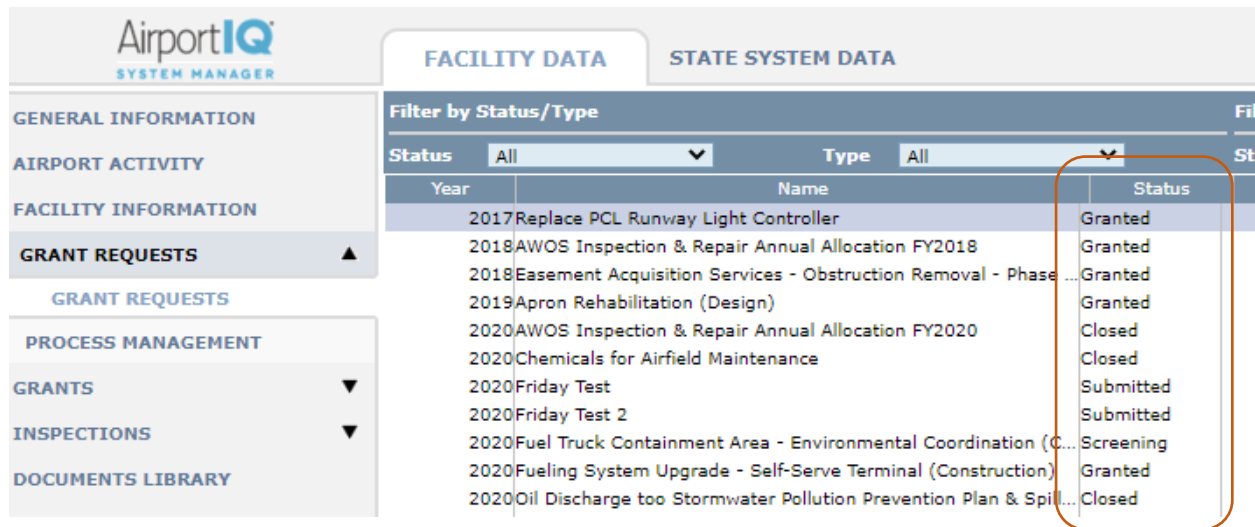


DOAV uses the following project statuses:

| Status | Use |
|---|---|
| CIP | • indicates a project request has been entered into the system |
| Submitted | • indicates a project request has been submitted to DOAV for evaluation |
| Screening | • indicates a project request is being evaluated by DOAV |
| Priority Rating | • indicates an Airport Capital Program project request has been given a project priority score |
| Tentative Allocation | • indicates a tentative allocation has been awarded by the Virginia Aviation Board for an Airport Capital Program project request<br>• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that requires a grant |
| Granted | • indicates a grant has been executed for an Airport Capital Program project<br>• indicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreement<br>• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that does not require a grant |
| Closed | • indicates a final reimbursement request for a project has been processed by a project manager |

Sponsors can only access or delete project requests with a project status of CIP.  If sponsors have questions about project requests with other statuses, they should contact their DOAV project managers for assistance.

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

## 4.1 Filter Feature

The filter feature allows users to select specific groups of projects for viewing. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

The project status and project type filters are selected from the drop-down boxes. The fiscal year filters are selected by choosing a beginning and ending fiscal year from the drop-down boxes.



## 4.2 Sort Feature

The sort feature allows users to reorder the project listing. The listing can be sorted by each of the columns.



A triangle will appear in the column heading to indicate that a sorting option has been selected. A second click on the column heading will reverse the order. Ascending order is indicated by ▲, and decending order is indicated by ▼.

## 5.0    Based Aircraft Survey

Sponsors will submit their Based Aircraft Surveys by revising and certifying based aircraft data in the ASM survey module.

The survey can be opened and closed as needed until all the revisions are complete.  The survey must be saved each time before it is closed or changes will be lost.

Sponsors can generate reports of their based aircraft data at any time.

To open the module, click on the ▼ by the module title.  A drop-down menu with the choice Based Aircraft.  To open the survey, click on the submodule name.





In the survey module, the records are listed by N-number.  To view the records in a different order, such as by make or owner name, click on the appropriate column heading.  A triangle will appear in the column heading to indicate that a sorting option has been selected. A second click on the heading will change the order from ascending to decending.  Ascending order is indicated by ▲, and decending order is indicated by ▼.



To see all of the text in a field, place the cursor over the text shown, and the full text will be displayed.

The following criteria must be followed as an entry is being added or edited in the Based Aircraft Survey:

| Field | Criteria |
|---|---|
| N-number | • The N-number for an aircraft **must** contain the leading "N".<br>• If FAA does not issue an N-number for an aircraft, the field for the N-number should be left blank. |
| Make/Model | • Every make and model of aircraft are not included in ASM.  Like aircraft have been grouped to simplify adding and editing data.<br>• Homebuilt and experimental aircraft selections can be found under the make of "Homebuilt".<br>• If the make or model needed for an aircraft is not found, please contact DOAV. |
| Aircraft Owner | • The aircraft owner must be listed in the survey, not the person or entity leasing hangar or apron space. |

## 5.1    Revising Based Aircraft Data

Data revision involves adding records for aircraft new to an airport, editing information for an aircraft or owner in an existing record, or deleting records for aircraft no longer at an airport.

### 5.1.1    Add a Record

The new record will display by N-number.



## 5.1.2   Edit a Record



Step 2: Click ✎.

Step 1:  Select a record.



Step 3:  Edit data as needed.

Step 4:  Click **Save** button.

The edited data will display by N-number.

### 5.1.3   Delete a Record



Step 2:  Click ⊗ .

Step 1:  Select a record.



asm.doav.virginia.gov says

Delete selected aircraft?

Step 3:  Click **OK** button.

OK          Cancel

The deleted record will no longer display.



## 5.2   Certify Data

After all revisions have been made, the person completing the survey will need to update the certification and save the survey.  The current completion date needs to be provided.  Please note that the year needs to have four digits ("1/14/2020" instead of "1/4/20").



Step 1:  Update data for all fields as needed.

Step 2:  Click **Save Survey** button.

## 5.3    Generate a Based Aircraft Survey Report



Step 1:  Select **Reports** menu.

Step 2:  Select **Based Aircraft Survey (Current Facility Only)**.

Step 3:  Format the Excel spreadsheet as needed and save the spreadsheet.

It is recommended that the spreadsheet be saved with the extension .xlsx instead of .csv.

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# 6.0    Airport Capital Improvement Plan and Report

In accordance with the current *Airport Program Manual*, sponsors are responsible for filing and maintaining their file Airport Capital Improvement Plans (ACIPs) through ASM.  Users utilize the Grant Requests submodule to update existing project entries and add new project entries for at least a six-year period.  A project entry consists of

- planned fiscal year;
- project name, and
- estimated costs for federal, state, and local costs as appropriate.

Users are encouraged to run and save a report when changes are made to the six-year plan.  The report may also be used for obtaining project listings for other needs, based on the filter selections.



ASM generates the report in PDF format.  All projects entered into the Grant Requests module that match the filter criteria appear in the reports.  Projects are listed by fiscal year and alphabetically within each fiscal year.  The example below is a partial screen shot.

# Capital Improvement Program Report

Department of Aviation Commonwealth of Virginia
VA SKies Airport
Report Filter - Types: CAF Projects, Statuses: CIP

| Year | Project Name | Status | FAA | State | Local | Total |
|------|--------------|--------|-----|-------|-------|-------|
| **CAF Projects** | | | | | | |
| **2021** | | | | | | |
| | Obstruction Removal (Design) | CIP | 54,000.00 | 4,800.00 | 1,200.00 | $60,000.00 |
| | | SubTotal: | **$54,000.00** | **$4,800.00** | **$1,200.00** | **$60,000.00** |
| **2022** | | | | | | |
| | Obstruction Removal (Construction) | CIP | 450,000.00 | 4,000.00 | 10,000.00 | $464,000.00 |
| | | SubTotal: | **$450,000.00** | **$4,000.00** | **$10,000.00** | **$464,000.00** |
| **2023** | | | | | | |
| | Runway Rehabilitation (Design) | CIP | 180,000.00 | 16,000.00 | 4,000.00 | $200,000.00 |
| | | SubTotal: | **$180,000.00** | **$16,000.00** | **$4,000.00** | **$200,000.00** |
| **2024** | | | | | | |
| | Runway Rehabilitation (Construction) | CIP | 900,000.00 | 80,000.00 | 20,000.00 | $1,000,000.00 |
| | | SubTotal: | **$900,000.00** | **$80,000.00** | **$20,000.00** | **$1,000,000.00** |
| **2025** | | | | | | |
| | Apron Expansion (Design) | CIP | 63,000.00 | 5,600.00 | 1,400.00 | $70,000.00 |

# 7.0 Airport General Information

Users can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information.  The General Information module is separated into general, miscellaneous, priority rating, contacts and comments tabs.

Sponsors are encouraged to periodically review this information, especially the information on priority points and contacts.  Updates to information in this module should be forwarded to DOAV, as noted on page i.

## 7.1 General Tab

The General tab contains information on a facility's location, identifiers, and service roles.  The General tab also provides the issuance and expiration dates and type of public-use airport licenses.



## 7.2 Miscellaneous Tab

The Miscellaneous tab contains general and date information related to an airport.  The most recent dates for the items within each category and related comments are recorded in this tab.

The Miscellaneous Tab includes:

| Item | Content |
|---|---|
| Unmitigated Obstructions | presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy |
| Planning Region | Virginia Aviation Board region |
| Service Role | state service role as:<br>• CS - air carrier airport<br>• RL - reliever airport<br>• GR - regional general aviation airport<br>• GC - community general aviation airport<br>• LO - local service general aviation airport |
| Coastal Resources Area | inclusion in the Virginia Coastal Resources Management Area indicating the need for a coastal zone consistency certification for projects |

## 7.3 Priority Rating Tab

The Priority Rating tab in the General Information module contains airport characteristic information. This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.



## 7.4 Contacts Tab

The Contacts tab contains names and information for contacts connected to the airport. The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the functions associated with the sponsor and airport. The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package.

| Function | Service | Company | Contact | Address | Phone |
|---|---|---|---|---|---|
| Airport Manager | | **VA Skies Airport**<br>Active | **Roberts, John**<br>jroberts@flying.net<br>Active | **Business**<br>123 White Cloud Road<br>Richmond, VA 23235 | **Business**<br>804-555-1234 |
| Airport Owner | | **VA Skies Authority**<br>Active | **Hobbs, William**<br>whobbs@flying.net<br>Active | **Business**<br>123 White Cloud Road<br>Emporia, VA 23847 | |
| DOAV Engineer | | **Virginia Department of Aviation**<br>www.doav.virginia.gov<br>Active | **Wells, Amy**<br>amy.wells@doav.virginia.gov<br>Active | **Business**<br>5702 Gulfstream Road<br>Richmond, VA 23250-2422 | **Business**<br>804-236-3645 |
| DOAV Planner | | **Virginia Department of Aviation**<br>www.doav.virginia.gov<br>Active | **Smiley, Stephen**<br>stephen.smiles@doav.virginia.gov<br>Active | **Business**<br>5702 Gulfstream Road<br>Richmond, VA 23250-2422 | **Business**<br>804-236-3627 |
| DOAV Promotions | | **Virginia Department of Aviation**<br>www.doav.virginia.gov<br>Active | **Wilson, Betty**<br>betty.wilson@doav.virginia.gov<br>Active | **Business**<br>5702 Gulfstream Road<br>Richmond, VA 23250-2422 | **Business**<br>804-225-3783 |
| DOAV S&F Engineer | | **Virginia Department of Aviation**<br>www.doav.virginia.gov<br>Active | **Jordan, Alton**<br>alton.jordan@doav.virginia.gov<br>Active | **Business**<br>5702 Gulfstream Road<br>Richmond, VA 23250-2422 | **Business**<br>804-236-3644 |
| Sponsor Contact | | **VA Skies Authority**<br>Active | **Hobbs, William**<br>whobbs@flying.net<br>Active<br>Chair | **Business**<br>123 White Cloud Road<br>Emporia, VA 23847 | |
| VAB Member | | **Virginia Aviation Board**<br>Active | **TBA**<br>Active | **Business**<br><br>VA | |

A user can open an email to a contact or open a website by clicking on an address shown in blue.

## 7.5   Comments Tab

The Comments tab contains general comments related to the airport.



VA Skies is a fictitious airport used for examples.

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